

PROCEDURE FOR ISSUANCE OF WORK ORDERS

The purpose and intent of the Work Order type Task Order is to provide a quick reaction capability under which urgent work assignments of limited but important scope may be placed with and completed by the Contractor within the shortest reasonable time and with a minimum of paperwork. To this end the following procedure is prescribed:

A. The responsible requisitioning authority will provide the Contracting Officer with the names of technical representatives who are to be authorized to place Work Orders directly with the Contractor. In the interests of proper coordination of requirements and funds allotted to the Task Order, the number of technical representatives authorized to act on any single Task Order should be limited. The Contracting Officer reserves the right to limit or reduce the number of authorized representatives.

B. The Contracting Officer will advise the Contractor of those designated as authorized technical representatives. This will be done in such manner as to avoid use of last names.

C. Designated technical representatives may then place Work Orders with the Contractor either verbally or in writing. Each Work Order must be within the general scope of the Task Order. The Work Orders will be numbered consecutively and this same number will apply to the confirming Work Order later written by the Technical Officer and confirmed by the Contracting Officer. Each Work Order should be noted in a simple log maintained by the technical representative.

D. Contractor will proceed with the work. Contractor will then submit in writing a summarized statement of the work, delivery schedule, and cost proposal. The cost proposal should be stated in such form as to indicate estimated labor hours and dollars, material costs, indirect cost percentages, and proposed fee or profit. The original and two (2) copies of this statement will be mailed directly to the technical representative in accordance with mailing instructions issued by that office. The statement will bear the Work Order serial number agreed upon by the technical representative.

E. The technical representative will, upon receipt of the work statement and cost proposal from the Contractor, type up the Work Order in an original and four (4) copies, attach one (1) copy of the work statement and a copy of the cost proposal* to the Work Order and forward them to the Contracting Officer. In preparing the Work Order, the technical representative will fill in the following items:

1. Return Address of Contracting Officer ✓
2. Date Work Order is Typed
3. Name and Address of Contractor and Attention
4. Contract No.

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5. Task Order No.
6. Work Order No.
7. Effective Date of Work Order
8. Amount of Fixed Fee or Fixed Price,
Contract Admin Section will insert this
information.
9. Amount of Estimated Costs or Estimated Price,
Contract Admin Section will insert this
information.
10. Classification of Item(s) per se.
11. Classification of Association of Sponsor.
12. Name of Contracting Officer
13. Scope of Work or Supplies and Services to be
Furnished, as applicable.
14. Pricing of Items on Schedule, if applicable.
15. Performance Period/Delivery Schedule.
16. Consignee
17. Overtime Premium Authorized, if any.

F. The Contracting Officer will, upon receipt of the Work Order from the technical representative, resolve with the Contractor any questions relative to cost, fee, or profit as well as those of a legal or contractual nature, if any. The Contracting Officer will type in the price or the fee agreed upon and the estimated cost. He will then sign, mail the Work Order to the Contractor, and make appropriate distribution of the copies.

G. Each Work Order written under this Task Order shall not exceed Five Thousand Dollars and No Cents (\$5,000.00); however, Work Orders exceeding this limitation may be written provided prior approval of the Contracting Officer is obtained. Any request for such approval must include a cost breakdown and the facts of the case.

H. The technical representatives shall not approve or authorize Government property to be acquired or furnished under a work order assignment. This limitation does not refer to property being modified or refurbished.

I. The technical representatives are responsible for certifying to the Contracting Officer receipt of the equipment or services supplied under the Work Order.

J. Work Orders are not to be used in lieu of requisitions and purchase orders for procurement of "property".

K. Work Order Task Orders are limited to the current Fiscal Year funding and should be limited to amounts which may reasonably be expected to be expended.

Contracting Officer

NOTE: * Technical representative should indicate in writing on the cost proposal his agreement or any disagreement with labor or material cost elements of the estimated cost. This information will be utilized by the Contract Administrator in resolving any questions relative to the cost or to the fee.